



Miami-Dade Fire Rescue

Fire Alarm Pre-Submittal Checklist

Based On NFPA 72 2002 edition & NFPA 1 and 101 2006 edition



	Building Department Process Number is _____ (begins with C or M)				Date: ____/____/____
	Project Name: _____ and is provided in title block of plans	YES	NO	N/A	LOCATION / COMMENTS
	Address in title block to match address found in Building Department Computer System". If address contains a building, suite, or specific unit number or letter, same to be provided in title block – to match Building Department Computer System.				
1	A copy of the contract or a notarized affidavit from the owner showing the total cost of the equipment and installation is provided. Cost \$ _____				
2	Systems costing more than \$5,000 are sealed or approved by a Florida Registered Engineer.				
3	The total number of devices and components being installed is _____				
4	A copy of alarm qualifier's state license is attached. EC EF EH EY # _____				
5	Complete, current manufacturer's specification and installation sheets are provided for all devices, modules, control units and components. All additions to existing fire alarm systems shall include manufacturer's specification sheets for FACP.				
6	Manufacturer's documentation of device compatibility has been provided.				
7	Is this permit application for fire alarm work a result of a Notice Of Violation issued by Miami-Dade Fire Rescue? If yes, a copy of the Notice of Violation is provided.				
8	This fire alarm: _____ is required under _____ (fill in the code) (Ex: Occupancy chapter/section from NFPA 101) or indicate if it is a life safety equivalency, or _____ is a non – required system or component.				
9	This fire alarm system is not required, but owner / tenant elects to have the occupancy protected by a fire alarm system. Fire alarm system shall be installed per NFPA 101 & NFPA 72 standard.				
10	This fire alarm system is not required to have emergency forces notification, but owner / tenant elects to have system monitored. If this is a new system, monitoring shall be through a listed central station or a listed proprietary supervising station.				
11	This fire alarm system is for sprinkler system supervision only. Sprinkler supervisory only fire alarm systems, new or existing, shall also monitor duct detectors (if any), and suppression systems (if any), as per NFPA 72 and NFPA 90.				
12	This is an EXISTING sprinkler supervision only fire alarm that is monitored off-site and provided emergency forces notification through an Existing Remote Supervising Station, and is stated as an Existing Remote Supervising Station Fire Alarm System on the plans. AHJ may require documentation of prior approval of system as a Remote Supervising Station Fire Alarm System in the form of the original Fire Dept. approved job copy set of plans or certified microfilm copy of same.				
13	This is a NEW sprinkler supervision only fire alarm that is monitored off-site and provided emergency forces notification through a Certificated (____) or Placarded (____) Central station Service Fire Alarm and is stated as such on the plans.				
14	This system will be a NEW Certificated (____) or Placarded (____) "Central Station Service Fire Alarm System" and is stated as such on the plans. (24 hours secondary power)				
15	If this is a NEW "Central Station Service Fire Alarm System," a copy of the UL or ETL certificate or FM placard for the contractor pulling permit or, from the Central Station Service Company responsible for the installation, servicing and monitoring of the system, is attached.				
16	This is an EXISTING "Central Station Service Fire Alarm System." A copy of the existing UL or ETL certificate, or FM Placard, specifically identifying this protected premise by address, and uniquely identifying this building's fire alarm system, is attached.				
17	If the contractor that issued the existing certificate or placard for this building's fire alarm system is different than the contractor applying for this permit, to perform work on an existing Central Station Service Fire Alarm System, is the required Affidavit to Work on another Company's Certificated or Placarded Fire Alarm System provided?				

Designed by: _____ Phone #: _____
 Signature: _____ Created by: MDRF 11 / 2009

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18	This system is an "Existing Remote Supervising Station Fire Alarm System" and is stated as such on the plans. (24 hours of secondary power) AHJ may require documentation of prior approval of system as a Remote Supervising Station Fire Alarm System in the form of the original Fire Dept. approved job copy set of plans or certified microfilm copy of same.				
19	A complete detailed statement of the scope of work is stated on the plan. Please note that the complete tenant space, in its entirety, will be inspected for compliance with NFPA 72 (2002) and NFPA 101 (2006), or prior editions of these codes if applicable.				
20	Is the building "New" _____ or "Existing" _____ and is indicated as such on the plans.				
21	A description of the building is provided, including fire sprinkler systems, fire suppression systems, number of stories, square footage per floor, and elevation of the last occupied floor if over 5 stories.				
22	A location key is provided showing the area of proposed work within the building. Also a site key for projects with multiple buildings showing locations of all buildings with addresses.				
23	All interconnected fire alarm control panels are arranged to function as a single system and monitored for integrity as per NFPA 72.				
24	The class and/or style are shown for all initiating device circuits, signal line circuits and notification appliance circuits.				
25	The maximum number of each device type is provided for each IDC based on device load or each SLC, based on class and style, per NFPA 72 and the manufacturer's specifications.				
26	A specific sequence of operation including all alarm, supervisory, trouble and control functions such as fire sprinkler, door release, smoke control, elevator recall, suppression systems, and transmission of signals offsite, etc., are specified on the plan.				
27	The type of monitoring station, (i.e. listed central station, remote supervising station, listed proprietary supervising station), where alarm, trouble, and supervisory signals are transmitted to, is clearly and consistently stated in the sequence of operations.				
28	The method of communication to the monitoring station is included on the riser.				
29	Elevator recall is connected to the fire alarm system.				
30	If this building contains elevators, but elevators are not capable of recall, written documentation on elevator manufacturer's letterhead advising that elevators are not capable of recall function, is provided.				
31	If this building does not contain a fire alarm system, and fire alarm panel is exclusively for elevator recall, plans clearly designate same as "Elevator Recall Control and Supervisory Panel".				
32	Manufacturer and model number for each device, module, power supply and component is specified in the symbol legend.				
33	Each device, module, appliance and component is identified with its own unique number and indicated on the floor plan and riser. Also label each module and relay function on riser.				
34	Floor plans are drawn to 1/8" scale or, if using another scale, all device coverage is diagrammed on the plan and all room dimensions are included.				
35	All rooms & spaces are labeled indicating their use, and the occupant load has been provided for all assembly use rooms with an occupant load of 50 or greater.				
36	All new, existing, replaced or relocated devices are indicated on the floor plan and a complete riser diagram showing all new and existing devices of the entire fire alarm system is provided.				
37	Ceiling condition and height is provided for all ceiling mounted devices.				
38	All devices in areas in which the voltage, temperature, and humidity variations exceed those conditions stated in NFPA 72, are listed for conditions and all such areas are identified. The FACP and NAC Panels are located in a mechanically ventilated room or conditioned space.				
39	A note is provided on the plans stating "Room containing FACP and/or Booster Power Supply panel(s) is mechanically ventilated", if applicable.				

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40	The FACP or remote annunciator is located at the main entrance/lobby in single tenant buildings, or in a common building area for multi-tenant.				
41	The FACP and all sub panels in unoccupied rooms are protected with a smoke detector.				
42	If a complete automatically activated system, there is at least 1 manual pull station provided on each floor level of the building, including mezzanines.				
43	If a manually activated system, the travel distance to reach a pull station is less than 200' feet and within 5' feet of all required floor and /or building exits.				
44	All automatic initiating devices are shown and are located in accordance with NFPA 72, the manufacturer's specifications, and accepted engineering practices.				
45	All visual notification appliances are placed per the tables in NFPA 72 and each strobe has its candela rating listed on the floor plan and riser.				
46	All corridor spaced strobes are placed a maximum of 100' apart and within 15' from ends of the corridor.				
47	All spaces meet the audible characteristics of NFPA 72 and NFPA 101.				
48	Bell used for water flow indication is shown on the floor plan and riser. Bell shall be located so as to be visible and heard from roadway or parking area adjacent to Fire Dept. Connection (FDC).				
49	Sequence of operation in regards to flow bell indicates the following in like or similar verbiage: A) Flow bell shall activate upon water flow only. B) Flow bell shall continue to sound as long as water is flowing. C) Flow bell shall not be silenceable from FACP				
50	Walls, partition, racks, shelves and equipment which may block devices are shown with their height indicated.				
51	Duct detectors or relays for duct detectors are shown on the floor plan and riser for all systems over 2000 cfm. These devices are powered by the FACP, not the A/C or A/H units. Duct detector must receive 24 vdc source from the FACP to satisfy NFPA 72 4.4.7				
52	A complete system riser diagram is provided showing each floor and building with all zones and circuits labeled.				
53	The wire size, type, and number of conductors are provided for each circuit on riser.				
54	The fire pump is monitored for: A) Pump or Motor Running, B) Loss of Phase, C) Phase Reversal, and, if applicable, D) Controller connected to alternate source; and are indicated at ___ a continuously manned location, or ___ the supervised fire alarm system.				
55	All relays for automatic extinguishing systems are shown on the floor plan and riser. (Hood, sprinkler, FM200, etc.) Clarify use of all relays on riser.				
56	The ampacity of each power supply and circuits is specified for each FACP & NAC panel. Also individual device current is specified on riser.				
57	The total footage to the last device including voltage drop calculations are provided for each notification appliance circuit for each power supply.				
58	The wattage tap is indicated for all speakers.				
59	The wattage capacity and load is provided for each amplifier.				
60	All load values for stand-by and alarm used in calculations are high-lighted on the manufacturer's specification and / or installation sheets. Also, ampacity of equipment / components and circuits are highlighted as well.				
61	This system includes Emergency Voice Evacuation and is provided with 15 minutes of secondary alarm power. Required in all high rises and assembly occupancies with an occupant load greater than 300.				
62	This system is being provided back up power by an emergency generator, in lieu of batteries, and will be provided 4 hours of standby power plus the appropriate secondary alarm power by the generator.				
63	Battery calculations, detailed in chart form, showing all information required per NFPA 72 4.4.1.5.3.1 are provided for each back-up power supply.				
64	The location of Backflow Preventer (BFP), Post Indicating Valve (PIV) and Fire Dept. Connection are indicated on the plans for sprinklered buildings.				
65	Area smoke detectors, if used, shall provide coverage throughout the entire smoke compartment.				

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